



READVERTISED POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF STUDENT AND SCHOOL SERVICES
COMPREHENSIVE PLANNING AND SCHOOL SUPPORT OFFICE

November 18, 2005

CONTRACTUAL POSITION # 135-06

- POSITION TITLE:** Staff Specialist III (Research Analyst)
- SALARY:** State Salary Grade 18
\$43,854 - \$61,595
- LOCATION:** 200 West Baltimore Street
Baltimore, Maryland
- NATURE OF WORK:** This is a contractual position responsible for conducting evaluation research and statistical analysis related to student and school performance measures associated with the State of Maryland educational accountability system.
- DUTIES AND RESPONSIBILITIES:** Designs and implements data collection strategies and statistical analyses; acquires, analyzes and reports student, school and Local School System (LSS) data to meet State and federal requirements; collects evaluation data from the Maryland State Department of Education and LSS databases; writes computer programs to organize and purge data in order to create valid analysis datasets; interprets and summarizes analyses through written reports and presentations; consults with program managers regarding data acquisition and analysis requirements; provides support in carrying out the requirements of the Bridge to Excellence legislation.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Educational Program Evaluation, Sociology, Psychology, Educational Research, Educational Assessment or a related field.
- EXPERIENCE:** Three (3) years of professional research or data management experience is required; experience in the conduct of program evaluations, social surveys or experimental research projects is desired.
- NOTE:** 1) Two additional years of experience as defined may substitute for the Master's Degree.
2) Possession of a Doctorate may be substituted for two years of the general experience.
- ESSENTIAL REQUIREMENTS:** Knowledge of the principles of social research; knowledge of multivariate statistics; skill in designing Microsoft Access databases; skill using SAS or SPSS for data management and analysis; skill in interpreting and summarizing research findings; ability to establish and maintain harmonious working relationships; ability to communicate clearly and effectively both orally and in writing, through the presentation of concise yet comprehensive training, analyses and reports; ability to coordinate, organize and manage multiple tasks, timelines, and assure timely production and delivery of materials.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

Applicants must include their resume and complete a Maryland State Department of Education Application for Employment indicating application for Position # CTR 135-06. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201; for inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at www.marylandpublicschools.org/hrweb.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Open until filled.